Training   Checklist #7

Location: **Date:**

Respondent: **Reviewed By:**

Key Code: **E** = Exceeds Standard **M** = Meets Standard **NI** = Needs Improvement **NR** = Not Reviewed		
Code	**Description**	**Remarks**
	1. Employee orientation is completed.	
	2. Basic fire suppression training is completed for: a) new employees b) non-fire employees participating in fire activities.	
	3. Firefighter refresher training is completed and documented.	
	4. First Aid/CPR, blood born pathogens, and hazardous materials training are completed.	
	5. Fire shelter drills are conducted periodically in field situations to ensure proficiency.	
	6. Sexual Harassment and civil rights training is completed.	
	7. Individual training plans are completed and up-to-date.	
	8. The unit has developed a plan or strategy for: a) the proper use of taskbooks b) tracking issued and completed taskbooks c) certification of completed taskbooks d) communication of this plan to employees.	
	9. Chain saw training has been completed (S212 or equivalent).	
	10. Power tool training has been completed.	
	11. Non-helitack crew members (e.g. engine/non-fire personnel) are trained and qualified to safely work with helicopters.	

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	12. Employees are provided adequate training materials and equipment (training library, videos, reference materials, internet, overhead projectors, slide projectors.)	
	13. Training specialist is assigned.	
	14. A structured physical fitness program is established, implemented and documented.	
	15. Fitness equipment is available.	
	16. Work capacity testing administrative process has been established and schedules posted.	
	17. Appropriate work capacity tests have been administered and passed by all employees that will be assigned to wildland or prescribed fire duties.	
	18. Random physical fitness testing / follow-up is completed.	
	19. Medical exams and EKG tests have been accomplished for all affected employees according to agency standard and are documented.	
	20. Incident Qualifications and Certification considerations: a) An Incident Qualification and Certification System is used to produce "red card" qualifications. b) Documentation file for training, certification, and experience for red-carded employees is established and current. c) Individual files are updated annually. d) Fire qualifications and experience are tracked.	

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	e) A process is in place to ensure that the Agency Administrator or designee certify (sign) all issued red cards. f) Each fire and non-fire employee have a hard-copy file for fire training, experience, task books, performance evaluations and physical fitness. The unit fire organization maintains a hard-copy file for all fire and non-fire employees. g) All firefighters presently in work status have a red card dated for the current fire season reflecting their qualified jobs and are signed by the Agency Administrator or designee.	